



Job Announcement

Title: Executive Director
Status: Regular, full-time, exempt position
Starting Salary: \$46,000-50,000 DOE

The St. Johns Main Street Coalition (SJMSC) is seeking a new Executive Director to help this young non-profit grow and improve the business district in the St. Johns neighborhood of Portland. We're looking for someone who has a passion for small business development, who believes in the strengths of this community, and has the skills to help the St. Johns business district flourish.

The mission of SJMSC is *to create a thriving and diverse town center that supports and attracts small businesses and customers. We connect the people and resources of St. Johns to preserve our unique business district, promote livability, and foster responsible development for the future.*

Founded in 2010, SJMSC is a small 501(c)3 organization operating under the National Main Street model that centers around four main committees: organization, promotions, economic restructuring, and design. The Executive Director will work with volunteers through this four-point framework to enhance the St. Johns town center for both the businesses operating in the area and the residents who live in the surrounding areas. The Executive Director will also help SJMSC develop the organizational systems it needs to thrive.

SJMSC is one of three organizations participating in the Portland Main Street Program. Portland Main Street is administered by the Portland Development Commission (PDC), and SJMSC's Executive Director will act as SJMSC's liaison with the PDC, working closely with its representatives, maintaining clear communications between these organizations, and building this key relationship.

The ideal candidate will have extensive experience with non-profit administration and experience with a Main Street program or another successful commercial revitalization program. Candidates must possess strong communication skills to coordinate a broad range of business district stakeholders, have the ability to develop links among established stakeholders' activities and projects to aid in business retention, and have proven abilities in developing and overseeing volunteer-driven committees and projects.

Responsibilities:

- **Reports to and works in tandem with the Board of Directors, develop and implement the program mission, vision, goals, objectives, and strategies via an annual work plan** based on the National Main Street program methodology.
- **Develop and manage the administrative aspects of the program** including: record keeping; budget development and management; accounting; report preparation; maintaining

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meeting minutes, records and books; and collecting and submitting monthly reports on the business district's job/business growth and monetary reinvestment.

- **Act as an effective liaison to the PDC and build this key organizational partnership.** Work closely with PDC staff to further the goals of both organizations. This will include maintaining full and open communications, accurate financial and programmatic reporting, and engaging them in strategic decisions.
- **Recruit volunteers to, and coordinate activities of, the four Main Street Committees** and assist each committee in the development and implementation of its work plan. Participate in committee meetings and serve as the liaison between committees, the Board of Directors, the business district stakeholders, and media outlets, ensuring that all actions and goals are synchronized.
- **Supervise and support a VISTA Member and office volunteers.**
- **Develop resources.** Work with the Board of Directors to research and develop fundraising activities for the program including identifying private and public funding sources, programs, and potential partners.
- **Represent and market the program at the local and national levels.** Represent and promote the program with volunteers, the public, funding partners, city, state and federal officials, and the business owners, landlords and residents of St. Johns.
- **Maximize coordination between SJMSC and other St. Johns organizations** to build strong, productive working relationships between partners and among all downtown St. Johns stakeholders.
- **Develop and implement a strong business retention program** to identify “merchants at risk” and to offer small business owners strategies and seminars to improve their businesses.
- **Spend several hours in the typical week “on the street”** getting to know the business climate and environment as well as addressing individual business owner needs and concerns by directing them to appropriate available resources.
- **Conduct other duties and tasks as defined in future.**

Qualifications:

Our next Executive Director will ideally:

- Have significant administrative and volunteer management experience in a non-profit setting and have experience working with a volunteer board. (Background with a Main Street program is a definite plus.)
- Have demonstrated experience building and managing budgets and overseeing financial systems.
- Be a self-starter who is entrepreneurial, imaginative, well organized, and capable of functioning effectively in an independent environment.
- Have experience working with local government agencies.
- Have the demonstrated ability to motivate people and coordinate activities in a volunteer-run organization.
- Exhibit excellent written and verbal communication skills.
- Have knowledge of and sensitivity to issues confronting small businesses.

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- Possess strong computer skills and experience with Microsoft Office and managing a database.
- Have the ability to work a flexible schedule, including nights and weekends as required.

To apply:

Please submit a detailed letter that reflects your communication skills and shows how your experience, values, and passion for the mission of SJMSC would lead us to believe you should be our next Executive Director. Also include in your letter two or three ideas you have for enhancing the business district of St. Johns. Please attach a complete chronological resume and the names and contact information of three references. Send to info@stjohnsmainstreet.org with "Executive Director" in the title by 5:00 p.m. on July 30, 2012.

To learn more about SMJSC, please visit stjohnsmainstreet.org.